

## EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: <b>T-700</b>	Page: 1	of: <b>2</b>
Title: EMT-Instructor Program Process		
Regulatory Authority: 12VAC5-31-1500		
Date of Issue: <b>December 1, 2002</b>	Effective Date: January 1, 2003	

- A. Individuals who meet the prerequisites for EMT-Instructor Candidates may take the written pretest examination at any scheduled state Consolidated Test Site upon presentation of current EMS certification at the EMT-Basic level or above.
- B. Upon successful completion of the written pretest examination but before proceeding to the practical pretest examination stage an Instructor Candidate must (on a form provided for this purpose by the Office) provide the Office with the following:
  - If the Instructor Candidate is affiliated with a licensed EMS agency, a recommendation from the agency's Operational Medical Director supporting the individual's application for further testing.
  - 2. If the Instructor Candidate is not affiliated with a licensed EMS agency, they must provide BOTH:
    - a. A recommendation from an endorsed EMS Physician supporting the individual's application for further testing.
    - b. A statement from their employer or perspective employer attesting to the need for Instructor certification to fulfill the EMS training needs of the organization. For purposes of this section, "employer" will include any public or private organization that has a substantial legal or operational need to conduct on-going EMS related training programs. (i.e.: industrial facilities, school systems, community colleges, etc.)
  - Upon receipt and review of the above EMS Physician recommendation, the Office of EMS will provide the Instructor Candidate with all required documentation for the practical pretest examination.
- C. Upon successful completion of the practical pretest examination, the Instructor Candidate will be invited to attend an Instructor Institute.
  - 1. Instructor Candidates invited to attend an EMT-Instructor Institute conducted by the Office will be asked to contact the Office to confirm attendance. Failure to notify the

Office to confirm or refuse an Instructor Institute invitation may limit the provision of future invitation if space in future courses is limited.

- a. Attendance of some portions of the EMT-Instructor Institute may be waived for qualified Instructor Candidates who present documentation of completion of approved equivalent programs in adult education approved by the Office. Such documentation must be received and reviewed by the Office prior to a scheduled Instructor Institute.
- D. Performance Standards Instructor Candidates must demonstrate proficiency in application of the knowledge and skills required of an Instructor during a teaching presentation made at the Instructor Institute. Upon completion of their teaching presentation each Candidate will be evaluated to determine their preparedness for certification and rated as follows:
  - 1. Instructor Candidates who perform to an acceptable level will be certified as EMT-Instructors and issued certificates of completion.
  - 2. Instructor Candidates who perform at a marginal level may be granted Conditional Instructor status. (See **T-705**)
  - Instructor Candidates who perform at an unacceptable level will be deemed to have failed the Instructor Institute. These individuals will be required to repeat the entire Instructor certification process in order to seek EMT-Instructor certification.